WAKE COUNTY PUBLIC SCHOOL SYSTEM

The WakeID Portal allows access to multiple WCPSS applications including Google, Canvas and other district applications. Learn more about your WakeID at http://mywakeid.wcpss.net.

Note:
- Staff **MUST** claim their WakeID account prior to their first login.
- The claim account process takes **5-10 minutes**. Complete the entire process once you begin.

Claim Your WakeID Account

1. **Using Google Chrome or Firefox**, visit http://wakeid.wcpss.net.

2. Click **Claim My Account**.
   - This **must** be done prior to first login.
   - This will only need to be done once.

3. Answer each of the questions displayed.
   - **Date of birth** must be entered as follows:
     Year as **4-digits** – e.g. 1981;
     Month as **2-digits** – e.g. 03;
     Day as **2-digits** – e.g. 21
   - The answers **must match** the information in your WCPSS Human Resources record.

4. Click **Next**.

5. Update your **password**.
   - Follow the Password Requirements displayed.
   - Enter your **new password** in both form fields.

   Note: Your **WakeID password** is **one password** that allows access to multiple WCPSS applications.

6. Click **Next**.

7. Claim My Account is **complete**.
   - **Never share** this password with others.
   - Return to http://wakeid.wcpss.net to login.